

APPLY IN PERSON:

Employment Information Center (8am-5pm, Monday-Friday)
Civic Center Plaza - 1200 3rd Avenue, Suite 101-A, San Diego, CA
92101

WEBSITE: www.sandiego.gov

**APPLY BY MAIL TO:**

JOBS - City of San Diego Personnel Department
1200 3rd Avenue, Suite 300, San Diego, CA 92101-4107
24 Hour JOBLINE: (619) 682-1011

**CITY OF SAN DIEGO
PROMOTIONAL OPPORTUNITY
Open To Current City of San Diego Employees Only
Page 1 of 2**

**#P2646 DOCKET COORDINATOR
*MONTHLY SALARY: \$4021 to \$4853, Monthly**

***APPLICATION FILING PERIOD: FIRST DATE: October 19, 2007 LAST DATE: October 31, 2007**

Applications received later than 5:00 p.m. on the last date of this application filing period will be rejected. Persons may apply only once during this application filing period. Future application filing periods may be announced.

REQUIREMENTS: You must meet the following requirement by the last date to apply.

EXPERIENCE: Five years of full-time clerical and/or administrative experience performing complex clerical and/or administrative work involving researching, assembling, and preparing documents or agendas, and retrieving and disseminating complex information from manual and computerized records and files. At least one year of the required experience must have been obtained while working for a board, commission, committee, legislative body, Department director or higher level official, or elected official.

HIGHLY DESIRABLE EXPERIENCE:

1. Processing and/or working with Requests for City Council Action (1472s).
2. Coordinating, processing and/or working with Reports to the City Council (formerly City Manager Reports), Closed Session Reports and other sensitive and/or confidential documents.
3. Working with, obtaining information from, and providing information to department heads, elected officials and their staff, civic organizations, media, and the public.

***THE POSITION:** The Docket Coordinator is responsible for reviewing Requests for City Council Action (1472s) including any supporting documentation for accuracy, completeness and consistency with administrative policies and procedures and CEQA requirements; requesting additional information from departments when submitted documentation is inadequate; coordinating Council docket actions with Department Directors, Committee Consultants, City Clerk and mayoral staff as necessary; developing and conducting training on the preparation of 1472s and Reports to the City Council; administering the electronic 1472 system; assisting in the preparation of meetings by setting up presentation equipment and coordinating staff presentations; performing a variety of special projects involving research of previous Council and Mayor/City Manager actions; timely distribution of docket materials, including Reports to the City Council and Closed Session materials; maintaining Report to the City Council master file and uploading reports onto the internet; supervising one Clerical Assistant II; and performing other duties as assigned.

***HOW TO APPLY:** You must complete a **STANDARD EMPLOYMENT APPLICATION** for this position by responding to **all** questions and submitting the completed application to the City of San Diego Personnel Department. You may complete/submit a hard copy (paper) application **or** an online application via the internet. Please read the following instructions for each method of submission.

HARD COPY (Paper Submission)

1. You must also submit a completed DATA ENTRY FORM.
2. To show proof of any required degrees, certificates, licenses, etc. you must attach a copy of the documents to your application.

ONLINE (Internet Submission)

1. Do **NOT** complete /submit a Data Entry Form. The information will be automatically added to your file.
2. To show proof of any required degrees, certificates, licenses, etc. you must submit a copy of the documents in person **or** FAX/MAIL them to the Personnel Department **with the cover sheet** provided during your online session. Follow the instructions on the cover sheet.

***THE SCREENING PROCESS** will consist of a comprehensive evaluation of the Standard Employment Application for applicable education, experience and/or training. Only those applicants whose qualifications most closely relate to the position requirements will be placed on the eligible list. Approved applications will be made available to the hiring department(s) for review.

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

***SUPPLEMENTAL QUESTIONS:** You must list your responses to the following numbered questions in Section 4 of the Standard Employment Application or **your application will be rejected.** Read the directions carefully to ensure instructions are followed correctly. Indicate at which employer (A, B, C, etc.) these duties were performed. If you do not have any experience related to a question, please write “n/a” for that particular question.

1. Indicate the number of year(s) and month(s) of full-time City of San Diego experience as a(n):
 - a. Executive Secretary - and/or -
 - b. Principal Clerk - and/or -
 - c. Legislative Recorder II.
- 1a. Indicate the number of year(s) and month(s) of full-time clerical or administrative experience other than covered in Question #1. Describe in detail the clerical and/or administrative experience.
2. Describe your experience performing complex clerical and/or administrative work. Note any work in support of a board, commission, committee or legislative body and specify names/types of boards, commissions, etc.
3. Describe your experience researching, gathering, and assembling documents. Specify any work performed with “legal” and/or “sensitive/confidential” documents.
3. Describe your experience preparing and coordinating meeting calendars/agendas/dockets. Specify names/types of meetings, boards, commissions, etc., your role, and entities with whom you coordinated.
4. Describe your experience reading, researching, and/or analyzing reports, memorandums, and/or correspondence.
5. Describe your experience performing report review and preparation. Indicate the types of reports you have reviewed and prepared, your role in their review, preparation, and distribution, their purpose, and intended audience.
6. Describe your experience processing and/or working with requests for city council action (1472s).
7. Describe your experience coordinating, processing and/or working with reports to the City Council, and sensitive and/or confidential documents. Describe the type(s) of documents and your duties.
8. Describe your experience working with, obtaining information from, and providing information to department heads, elected officials and their staff, civic organizations, media, and the public.
9. Describe your supervisory experience, including hiring, training, evaluating, disciplining and rewarding subordinates. Indicate the number and titles of subordinates.
10. Describe your experience and familiarity with administrative software systems (Excel, VISIO, etc), and City mainframe systems used for tracking legislative activity, and for accounting and financial activity associated with invoice processing.

MAS/February 24, 2004/*Rev. 1 (10-19-07)/Senior Legislative Recorder (*Option Class: Docket Coordinator*)/Class: 1857-A

● THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT ●

“WORKING HARD TO KEEP SAN DIEGO WORKING” by providing “America’s Finest Service for America’s Finest City.”

All City employees are expected to be courteous, knowledgeable, and prompt in all the services we extend to both internal and external customers.

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT ● “WORKING HARD TO KEEP SAN DIEGO WORKING”

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER